



City of Annapolis
Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

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Position Vacancy Announcement

Position	Emergency Management Planner	Opening date	May 25, 2021
Department	Office of Emergency Management	Closing date	Open until filled
Salary rate	\$56,843 - \$95,824 (A12)		

This position is being advertised internally and externally. Internal candidates will be given first consideration.

JOB SUMMARY

This position is located at the Office of Emergency Management. The position requires extensive knowledge and understanding of emergency management concepts, principles and operations. This is an essential position which reports to and is supervised by the Director of Emergency Management or his/her designee.

JOB FUNCTIONS

Essential

- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Operates all Emergency Operations Center software and equipment, including the community notification system;
- Implements and manages components of the Emergency Operations Plan;
- Uses and administers WebEOC for incident tracking purposes;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Assists as a call taker in the Call Center during emergencies;

Planning

- Responsible for drafting or reviewing essential plans and documents that originate from the Office of Emergency Management including the Emergency Operations Plan, Continuity of Government Plan, Continuity of Operations Plan, Natural Hazard Mitigation Plan, Recovery Plan, Point of Distribution Plan, Debris Management Plan and various Emergency Action Plans;
- Ensures that plans support for the National Preparedness System frameworks of prevention, protection, mitigation, response, and recovery;
- Conducts extensive research covering best practices, guidelines, statutes, and other areas in order to support comprehensive planning;

- Maintains compliance with guidelines from the Maryland Emergency Management Agency and the Federal Emergency Management Agency;
- Uses effective writing skills to clearly and concisely explain planning concepts to a wide range of audiences.
- Coordinates with individuals at all levels of City government in addition to residents, businesses and the public in order to draft, complete, and update, revise, and sustain plans.
- Assists the City in maintaining eligibility for FEMA disaster reimbursement funding by completing and obtaining federal certification of federally required plans.
- Monitors and identifies State and federal planning requirements and ensures the Office is in compliance and up to date.
- Establishes and maintains correspondence, documentation and other files which are essential to the success of planning initiatives.

Other

- Supports office operations;
- Delivers presentations to the City Council, community groups and other individuals relating to planning initiatives;
- Attends training, meetings and briefings throughout the region that pertain to planning efforts;
- Act as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events when assigned;
- Seeks innovative methods by which to prepare and inform the community.
- Performs a wide variety of management duties, types and operate word processing equipment and assists in other duties as directed or as necessary;
- Works on independent projects as assigned;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management; and
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree in Emergency Management or related field from an accredited college or university or a combination of at least two years professional level experience in a related field and a minimum of 60 college credits which provide the required knowledge, skills and abilities.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Working knowledge of social media platforms;
- Knowledge of emergency management systems and software;
- Knowledge of federal and state grant guidance, rules, regulations, and administration;
- Knowledge of the core principles of mitigation, preparedness, response, and recovery;

- Knowledge of emergency management principles, practices, methods, and techniques;
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations;
- Ability to use good judgment, tact and courtesy;
- Ability to exhibit attention to detail with accuracy and precision while accomplishing tasks;
- Ability to communicate ideas effectively both orally and in writing;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes;
- Ability to operate hand held electronic devices including tablets, cell phones and portable radios;
- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently;
- Ability to;
- Ability to interpret statistical data; ability to develop instructional programs; ability to adapt instructional methods to various target audiences; and
- Ability to complete the following trainings within 1 year of hire: ICS 100, 200, 300 and 400; Homeland Security Exercise Evaluation Program (HSEEP).

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Dexterity ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.

APPLICATION PROCESS

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. The application form must be completed online by 11:59 p.m. on the closing date. Paper applications are available through Human Resources. Paper applications are due in the Human Resources office by the close of business on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.